



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

DEPUTY DIRECTOR, HUMAN RESOURCES

Class No. 002212

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■ CLASSIFICATION PURPOSE

Under administrative direction, to plan, direct and organize centralized human resources programs, which serve departments and employees countywide; to serve as principal assistant to the Director, Human Resources; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is an executive management class allocated only to the Department of Human Resources. A Deputy Director, Human Resources is responsible for managing assigned countywide human resources programs and serving as principal assistant to the Director of Human Resources.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Plans, directs, and organizes assigned activities with the Department of Human Resources which include recruitment, selection, classification, wage and salary administration, labor relations, risk management, benefits, loss prevention, employee development, workforce support, DIBBS program, workers compensation, and other personnel-related activities.
2. Initiates internal operating procedures, policies, and controls.
3. Advises executive staff, County departmental staff, and program managers on human resources issues.
4. Develops, maintains, and implements human resource management policy/procedures.
5. Recommends changes to and implements the personnel provisions of the Civil Service Rules for the Classified and Unclassified Services.
6. Prepares technical reports, correspondence, and contracts for services.
7. Reviews and prepares ordinances, legislation, project proposals, and other documents, and makes presentations to the Board of Supervisors or executive managers.
8. Assists in developing the department's annual budget and monitors revenue and expenditure transactions.
9. Conducts fiscal analysis and prepares cost projections.
10. Identifies operational problems and formulates appropriate solutions.
11. Acts as liaison with other public and private agencies and provides information to County departments, the public, and agency representatives on departmental activities.
12. Performs special studies or projects as assigned by the Director.
13. Acts in the absence of the Director.
14. Supervises subordinate staff.

## ■ KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- Principles, practices, and concepts of human resources management in an agency providing a variety of public services.
- State and federal laws and guidelines applicable to human resource activities including equal employment opportunity, recruitment, selection, loss prevention, claims management and workers' compensation.
- Contract law related to risk management and asset protection.
- Principles of organizational development and training.
- Principles and practices of supervision and training.
- Principles and theory of public administration including general administration, human resource management, fiscal management, and accounting.
- Policy/procedure development and implementation related to the Department of Human Resources.
- The General Management System in principle and practice.
- County customer service objectives and strategies.

### Skills and Abilities to:

- Plan, direct, and organize assigned activities of the department providing a variety of human resources services to county departments.
- Ensure that departmental activities conform to federal, state, and local laws and regulations.
- Identify and resolve departmental operational problems.
- Prepare annual budget and monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give presentations on the department's activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with county offices and departments, the public and representatives from governmental, industry, media, and other agencies.
- Maintain effective audio-visual discrimination and perception necessary for making observations, communicating with others, and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

### Certification/Registration

None Required.

### Working Conditions

Office environment; exposure to computer screens.

### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

**Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).**

**New: November 17, 1986**  
**Revised: April 17, 1992**  
**Revised: June 15, 2004**

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Deputy Director, Human Resources (Class No. 02212)

Union Code: EM

Variable Entry: Y